Hoffman Settling Basin

6.3.4.1

Location: Hayland Township



The Hoffman Dairy

Project Status:

Initiated: 4/5/2025

Contract Approved:

Completed:

Funding:

Total Cost: $240,984.96

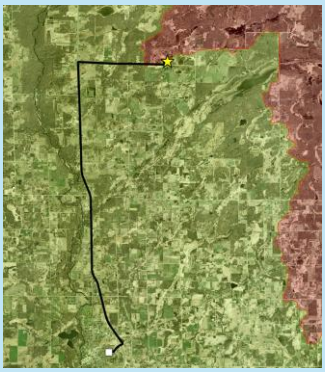
Funding Assistance: $180,738.72

75%

SR-FY26WBIF-31-MLSWCD-2026

Resource Concern:

Run-off, E. Coli, Nutrient Management



Background

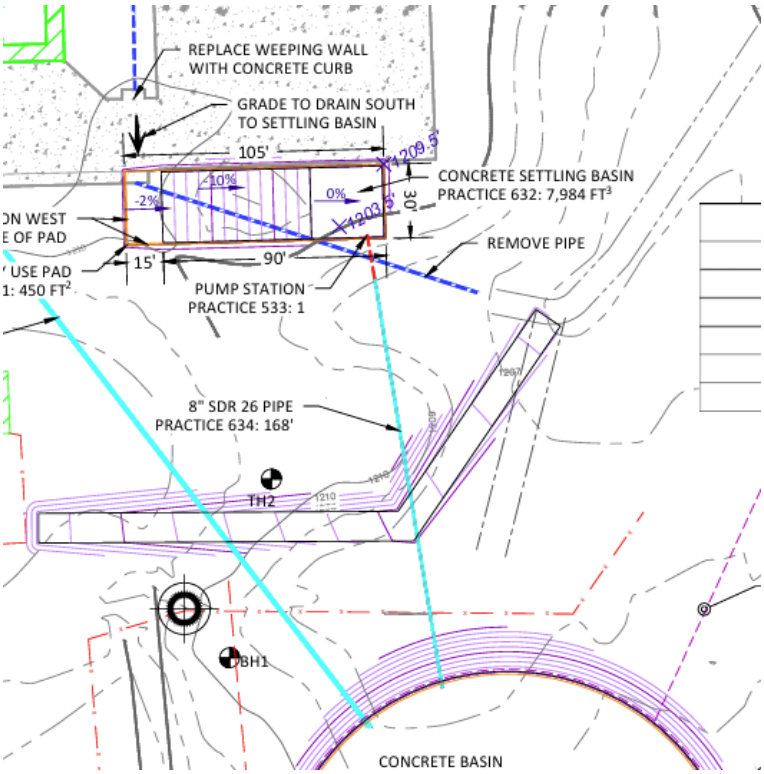
The Hoffman dairy is building a manure pit with design and funding from NRCS. The new manure pit will increase the amount of time manure can be collected and stored for from 4 months to 12 months. Storage for 12 months is a feedlot BMP as it reduces the need to spread manure in winter or inclement weather. Along with the pit, a Comprehensive Nutrient Management Plan was created for the operation. The plan accounts for all nutrients and fields where they are being spread. For the proposed pit to be built, MPCA required that a stacking slab with runoff issues be addressed as well. Solutions included roofing all or portions of the slab and pumping out contaminated water. The most efficient solution for the stacking slab issues will be to pump excess liquid waste and contaminated water into the new pit. Installing the required settling basin and pumping system greatly increased the cost of the original project. The Mille Lacs SWCD in partnership with the Snake watershed, can provide funding for manure management projects.



Stacking slab and flooded vegetated buffers. Photo from 2017

Resource Concern

Liquid waste and contaminated runoff currently run into a wetland from the stacking slab. The original design included pipes that transport the liquid waste from the stacking slab to a vegetated buffer. In this case, the vegetated buffers are insufficient in treating the excess waste. See above picture from 2017 where the excess waste has overtaken the vegetation. Nutrients are also being lost in inappropriate areas when they could be utilized on crop fields. The solution will remove all liquid waste and contaminated water from the stacking slab and from the immediate area.



The solution

A concrete settling basin will be installed along the stacking slab to collect all liquids which will then be pumped into the newly built manure pit. The size of the pit was increased to account for the extra volume. The design also adds a heavy use area protection slab and a mortality facility. All components aid in onsite nutrient loss as well as make the large pit and CNMP possible.



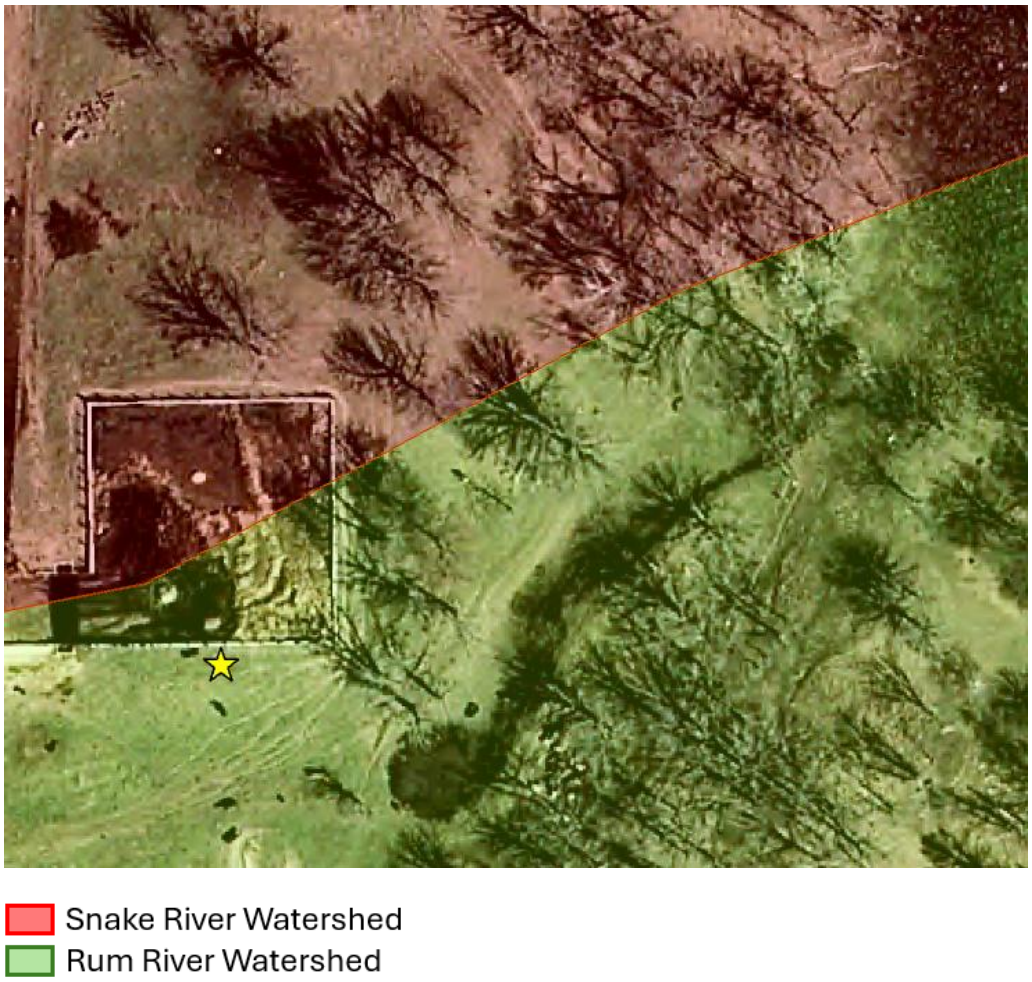
Nutrient Reductions

From the stacking slab settling basin

- Nitrogen – 203 lbs/yr
- Phosphorus – 69 lbs/yr
- E Coli – 2.7E+15/yr
- 5-day Biological Oxygen Demand (BOD5) 810lbs/yr

From the Comprehensive Nutrient Management Plan (CNMP) for 610 acres

- Nitrogen - 2,897 lbs/yr
- Phosphorus – 238 lbs/yr



The dairy sits on the boundary between the Snake River and Rum River Watersheds. The resource concern of liquid waste and contaminated rainwater flows north into the Snake watershed.

Dirt work bid 1	**$39,790.98**
Dirtwork bid 2	$67,466.75
Concrete bid 1	**$128,499.00**
Concrete bid 2	$287,623.00
Concrete bid 3	$141,410.26
Fencing bid 1	**$7,519.98**
Fencing bid 2	$8,064.46
Pumping bid 1	**$65,175.00**
Pumping bid 2	$81,886.00

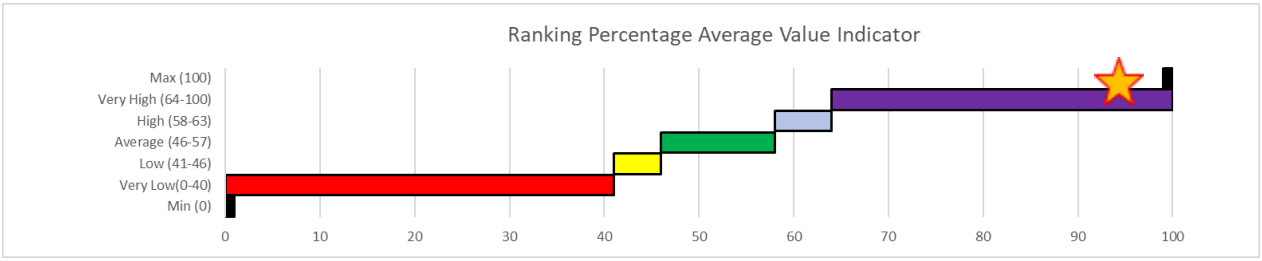
Total Cost =	**$240,984.96**
Snake Cost Share 75%=	**$180,738.72**
Landowner 25% =	**$60,246.24**

Cost Share

The amount requested is 75% of all additional practices, Animal Mortality Facility (316), Safety Fence (382), Land Clearing (460), Pumping Plant Manure Pump (533), Pumping Plant Wastewater Pump and Controller System (533), Heavy Use Area Protection (561), Waste Separation Facility (632), Waste Transfer (634). The additional practices, based on the lowest bids are $240,984.96. 75% of that is $180,738.72.

SRWPP Project Ranking and Invoicing Checklist

Project Ranking: Ranking Score Percentage 76%



Grant ID	SRWPP-WBIF-FY26-C26-0150	Project ID Number	SR-FY26WBIF -31- MLSWCD-2026
Partner Name:	Mille Lacs SWCD	Date of Request	9/14/2026
Project Name	MLSWCD_SettlingBasin_FY26WBIF_2026		

Practice Code & Type	Supporting Practice Codes
Animal Mortality Facility (316), Safety Fence (382), Land Clearing (460), Pumping Plant Manure Pump (533), Pumping Plant Wastewater Pump and Controller System (533), Heavy Use Area Protection (561), Waste Separation Facility (632), Waste Transfer (634)	

Description of Project:

This project is comprised of a settling basin and pump station to move excess liquid waste and contaminated rainwater from the existing stacking slab and failing vegetated buffer into the new pit. A large manure pit was originally initiated with NRCS over 5 years ago. The addition of the settling basin to the original waste pit design caused the operators to reach out to the Snake Watershed and Mille Lacs SWCD. The dairy has 430 AUs, is not classified as a CAFO, is not in violation with financial penalties imposed, was registered before 1/1/2005, will continue to be in compliance with MN Rule 7020 after project completion, and is not a roofing structure or slats over manure storage.

Describe how the project fits the specific priorities and goals of the current biennium work plan?	*Plan Citation; Page References:*
Reduces phosphorus, nitrogen, and E.coli in the Groundhouse River HUC 10	(The coordinator can assist you with identification of project alignment to CWMP; please reach out)

Priority Area/Sub Watershed (HUC 12)	West Fork Groundhouse River 070300040401		**TWP**	39	**S**	8	**R**	26
Township Name	Hayland							
Longitude, Latitude, Parcel, or Address (optional)	45.88074, -93.60795							
Reductions with Units	**TSS**		**E coli**	2.7E+15				
	N	203lb/yr, 2,897 lbs./yr	**BOD5**	810 lbs./yr				
	TP	69 lbs./yr, 166 lbs./yr	**Count**					
	Soil Saving		**AC/Ft**					
Calculator Used	**MinnFarm, BEET**		**Other**					

Design Stage	**Anticipated Start Date**	**Total Project Cost**
Complete	October	$240,984.96
Engineer or Technician	**Amount of Funding Requested**	**Percentage of Funding Requested**
Siena Storm MLSWCD, Barb Zeroth NRCS Marvin Kunkel, DGA Engineering NRCS	$180,738.72	75%

Name of Match Source & Amount	**Other Source (s) of Funding & Amount**	**Landowner Amount**
Landowner		$60,246.24

If the amount requested is over 75% of total cost, explain	NA		
Steering Committee Approval Date		**LGU Board Approval Date**	

PROCESSING MODIFICATIONS:

Request for Extension- *Explain need for request and proposed new deadline:*

Request for Increase in cost-share payment- *Explain need for increase and amount requested.*

Process Request

Notes: <DELETE>

- It is the Requester's duty to create a project folder in Google Shared Drive under the 3. Documentation_Service Contracts Folder.
- The folder is to be titled with the Funding Request Fiscal ID # assigned by the Fiscal Agent after project approval.
- Upload copies of all required cost-share documents in the order listed below.

· The initials of the staff person uploading the documents should be next to each required document.

Document Title	Date	Staff Initials	Link
1. Engineer and/or technical cost estimate (s)			
2. Before Photos			
3. Contractor bid (s)			
4. Approved cost-share contract			
5. Deed restriction & easement agreement for projects >$20,000 [project cost] equal to or greater than $20,000. Such deed restrictions shall expire at completion of the anticipated project life, as specified in the landowner agreement. Deed recordings are not required for publicly or tribally owned land, permanently protected land, or fee to trust land.			
6. LGU Meeting Minutes when project is encumbered			
7. Signed O&M Plan			
8. Engineer and/or technical certifications (As-builds)			
9. Proper Invoices and any review notes- Vendor invoices that show the vendor name, project/activity name; dates of services; labor, materials, or equipment provided as itemized expenses; component unit costs, & invoice date.			
10. Contract Amendment Forms*			
11. Signed payment voucher form			
12. LGU Board Meeting Minutes for payment			
13. After Photos			
14. This form is complete			

Provide when Applicable

I have fully reviewed this file and the associated uploads. I attest to the completeness of this record in meeting the requirements of the BWSR Grants Administration Manual and the Snake River Watershed Plan Partnership processes and protocols for reconciliation and audit. To the Fiscal Agent of SRWPP, I hereby request reimbursement to the entity of which I serve for project costs associated with the cost-share application and installment of the listed practice. I understand that if omissions and errors are found by the Fiscal reviewers, payment will be delayed until the file is in the order to which I attest.

Name	Signature	Job Title	Date

THIS SPACE FOR FISCAL REVIEW ONLY:

Name of Fiscal Reviewers	Enter Name.

Coordinator Sign-Off	Enter Name.		
Rejection Dates (If Applicable)	Dates		
Reason for Rejection (s)	Reason.		
Date Approved for Payment		**Payment Request Entered**	

Benefited Waterbody Information

Target waterbody(ies)	River: Groundhouse River Impaired If Other:
Impairment status (impaired/ not impaired)	Impaired
Protection or restoration - Restoration only applies to impaired waterbodies - Protection can apply to either impaired or not impaired waterbodies	Restoration and Protection

Project Details

Project Lifespan	Project Lifespan Years 15
Eligible WBIF Project (4 questions)? Please provide written justification: 1. Does the practice address the stated implementation action item? e.g. LC-12 2. Does the practice make progress towards the implementation action goal? e.g. Goal 2 3. Is the practice in the work plan? 4. Does it have a primary benefit to water quality?	Eligible for WBIF funds 1. Yes 2. Yes 3. Yes 4. Yes BWSR Approved

Scoring Criteria				
Education & Feasibility Studies: The Steering Committee recommends no ranking criteria are needed here; however, if more/many come to the Board, we will then develop criteria. Plan to discuss the merits of each as a committee to come forward with a recommendation.				
				Points

1.	**Identified in the Biennial WBIF work plan? and the Implementation section 3.0 of the Snake River (CWMP)?**	Identify which work plan category the project pertains to **AND** which action ID from section 3.0 of the Snake River (CWMP)? Action ID SWQuality N/A Land Cover N/A SWQuantity N/A Groundwater N/A Erosion N/A Habitat N/A Weather N/A Current Work Plan Yes	Yes = 10 No = 0 (10 Points Max)	Points Question 1 10
2.	**Priority Area**	The project addresses a resource concern in a priority area identified in the Plan's implementation table. Lake Tier Lake N/A N/A Other Priority Area (not Tiered) River N/A Priority Catchment N/A COA N/A Priority Watershed N/A Priority HUC12 N/A Not Identified in Plan If Other:	<u>Year in Plan (2023-2027)</u>: Tier 1 = 15 Tier 2 = 5 Other Priority Area = 15 Not identified in plan = 1 Year in Plan <u>(2028-2032)</u>: Tier 1 = 15 Tier 2 = 15 Other Priority Area = 15 Not identified in plan = 5 <u>OR:</u> <u>Protection</u>: - In an identified protection item in the plan = 10 -Not in an identified protection item in the plan = 1 (15 pts. max.)	Points Question 2 15
3.	**Lake Restoration & Protection** **OR:**	<u>Restoration</u>: The project addresses impairment or protection on a priority lake Lake N/A Status N/A Status N/A	Within ¼ mile = 10 Or directly connected hydrologically Within ½ mile = 5 1 mile + = 1	Points Question 3 10
	Or: Stream Restoration	The project addresses an impaired water Groundhouse River Status N/A Status N/A	Yes = 10 No = 5	

	Or: Stream Protection	Project is located on a non-impaired stream, addresses a resource concern, and will contribute to the prevention of future impairments. River N/A Status N/A Status N/A	Yes = 10 No = 0 (10 pts. max)	
4.	**Readiness**	Concept plans and/or cost estimates are complete	Concept Plan and Cost Estimate = 5 Design completed = 10 No = 0 (10 pts. max)	Points Question 4 5
5.	**Urgency & Opportunity**	Is the project contingent on securing funding now? (Example: BMP is part of a larger project that will move forward with or without the BMP; opportunity would be lost if not funded and implemented now)	Yes = 5 No = 0 (5 pts. max)	Points Question 5 5
6.	**Cost effectiveness**	Level of cost/ benefit when calculating dollar cost per yearly pollution reduction = Project Cost/Est. Pollution Reduction (see Project Details)	<$1,000 = 15 $1,000-$1,999 = 12 $2,000-$2,999 = 10 $3,000 - $3,999 = 5 $4,000+ = 1 _____ Protection >$5,000 = 5 <$4,999 = 10 (15 Pts. Max)	Points Question 6 15
7.	**Priority Pollutant:** **P Reduction**	Pounds of phosphorus reduced yearly by proposed BMP	10+ lbs. = 10 5 - 10 lbs. = 8 3 - 5 lbs. = 5 1 - 3 lbs. = 3 < 1 lbs. = 1 N/A = 0 _____OR_____ Phosphorus reduced on Protection Waterbody Protection = 10 (10 pts. Max)	Points Question 7 10
8.	**Priority Pollutant:** **Sediment / Soil Reduction**	Tons of sediment reduced yearly by proposed BMP	10+ Tons = 5 5 - 10 Tons = 3 < 5 Tons = 1 N/A = 0 _____OR_____	Points Question 8 1

			Sediment reduced on Protection Waterbody Protection = 5 (5 pts. Max)	
9.	**Partners & Funding**	Partnership and collaboration with agencies, organizations, or other groups are being leveraged or utilized by this project (See Project Details)	Are there multiple partners providing funding, in-kind support, or other assistance or involvement? Yes = 5 No = 0 (5 pts. Max)	Points Question 9 5
10.	**Multiple Benefit:** **Habitat**	The project provides the added benefit of habitat improvements (aquatic, riparian, upland, wetland). Note: water quality improvements are not considered habitat improvements for this criterion.	Yes = 5 No = 0 (5 pts. Max)	Points Question 10 0
11.	**Multiple Benefit:** **Education**	Project provides added benefit of education (examples: demonstration project)	Yes = 5 No = 0 (5 pts. Max)	Points Question 11 0
12.	**Multiple Benefit:** **Flooding Mitigation**	Project improves water quality while also addressing flooding concerns (examples: pond, wetland restoration, or floodplain expansion)	Yes = 5 No = 0 Or Increases Storage = 10 (10 pts. Max)	Points Question 12 0
13.	**Multiple Benefit:** **Groundwater**	Project improves groundwater quality/quantity (examples: soil health, nutrient management, pesticide reduction, recharge, infiltration, reuse)	Yes = 10 No = 0 (10 pts. Max)	Points Question 13 10
??.	**Resource Concern Level**	Risk of resource concern degrading further OR Protection – risk of development or resource degradation	High = 10 Medium = 5 Low = 1 (10 pts. Max)	Points Question ?? 10
*	**Additional BMPs in Place or multiple practices planned ("Bonus" Points)**	2 points per BMP, maximum of 10 points possible	0 - 10 (10 pts. Max)	Points Question * 10

		Total Points Possible: Restoration = 135 pts. Protection = 125 pts.	Total Points= Restoration or Protection= Restoration or Protection	

Project Ranking Table

	Max Points	Points	Notes or Question Not Applicable**
1 Work Plan	10 Points Max	10	
2 Priority Area	15 Points Max	15	
3 Restoration/Protection	15 Points Max	10	
4 Readiness	10 Points Max	5	
5 Urgency	5 Points Max	5	
6 Cost-Effective	15 Points Max	15	
7 Phosphorus Reduction	10 Points Max	10	
8 Sediment Reduction	5 Points Max	1	
9 Partners and Funding	5 Points Max	5	
10 Habitat Benefit	5 Points Max	0	
11Education Benefit	5 Points Max	0	
12 Flooding Mitigation	10 Points Max	0	
13 Groundwater Benefit	10 Points Max	10	
?? Concern Level	10 Points Max	10	
*Additional BMP's	10 Points Max	10	
Total	140 Total Points Max	106	
76%			
**For projects with questions that are "question not applicable to project" New Total Points Max =			

Ranking Score Ranking 76%

Version Control Table:

- Edits in draft are noted in RED
- Most recently adopted edits are noted in BLUE

Status	Version	Author	Date Approved	Purpose/ Changes
Approved JPE: 12.22.2025	v. 2.0	Mary Poelman	10/6/2025	Addition of Version control Table and version numbering; Addition of BWSR 4 questions for

Version Control Table: - Edits in draft are noted in RED - Most recently adopted edits are noted in BLUE				
				project eligibility; various minor text edits
Approved SC 3.2.2026	v 2.24.2026	Mary Poelman	3/2/2026	Change to table format for Project Reporting Information. Inclusion of a Required Documents Table and Signature Attestation. Inclusion of a Review section for Fiscal Agent
DRAFT				

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization	Contract Number	Amendment ☐ Date(s):	Canceled ☐ Date:
Mille Lacs SWCD	SWBIF-C26-0150-SettlingBasin		

*If contract amended, attach amendment form(s) to this contract.

Applicant (Landowner or Authorized Agent)

Name	Address	City/State	Zip code
KENT HOFFMAN	9396 230th ST	MILACA MN	56353

* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name	Township	Range	Section	1/4,1/4
Hayland	39	26	8	SE 1/4

Contract Information

I (we), the undersigned, do hereby request assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The landowner and/or authorized agent is responsible for full establishment, operation, and maintenance of practice(s) and upland treatment criteria applied under this program to ensure that the conservation objectives are met, and the effective life is achieved. The specific operation and maintenance requirements for the conservation practice(s) listed are described in the Operation and Maintenance Plan prepared for this contract by the technical assistance provider.
2. Should the landowner and/or authorized agent fail to maintain the practice(s) during the effective life, they are liable to the organization for up to **150**% of the amount of financial assistance received to install and establish the practice(s) unless the failure was caused by reasons beyond their control, or if conservation practices are applied at their expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned effective life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the: **NRCS FOTG**
5. Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the financial assistance payments.
6. This contract, when approved by the organization, will remain in effect until the effective life of the practice(s) is achieved as described in the Conservation Practices table below, unless canceled or amended by mutual agreement or if the practice(s) covered by this contract have not been installed by **11/31/2028**, in which case the organization may immediately terminate the contract.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization as practical and reasonable. The invoices/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs; and the date(s) the work was performed. The organization has the authority to make adjustments to the costs submitted for reimbursement. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.
8. If applicable, based on Minnesota Statutes 177.41 to 177.44 and corresponding Minnesota Rules 5200.1000 to 5200.1120, this contract may be subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors may be required to pay all laborers and mechanics the established prevailing wages for work performed towards this contract. Failure to comply with the aforementioned, when required, may result in civil or criminal penalties.

9. The landowner and/or authorized agent must:

   a. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.

   b. Have all required legal land rights, including but not limited to: access and authority to both construct and maintain the conservation practice(s) agreed upon in this contract for the effective life of the practice(s).

   c. Obtain any permits required in conjunction with the installation and establishment of the practice(s) prior to starting construction of the practice(s).

   d. Be responsible for the operation and maintenance of the conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.

   e. Not accept financial assistance funds, from state sources in excess of **75%** percent, or state and non-state sources that when combined are in excess of **100%** percent of the total cost to establish the conservation practice(s).

   f. Provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

The applicant's signature indicates agreement to abide by all terms of the contract.

Date	Applicant
10/9/26	Kent Hartman
Date	Landowner, if different from applicant Address, if different from applicant information:

Conservation Practice(s)

The practice(s) for which assistance is requested:

Practice(s)	Effective Life (years) [from time of certification]	Duration (years) [only if annual practice]	Total Cost Estimate
Land Clearing (460)	10	-	$39,790.98
Safety Fence (382)	20	-	$7,519.98
Animal Mortality Facility (316), Heavy Use Area Protection (561), Waste Separation Facility (632)	15, 10, 15	-	$128,499.00
Pumping Plant Manure Pump (533), Pumping Plant Wastewater Pump and Controller System (533), Waste Transfer (634)	15, 15, 15	-	$65,175.00
			$240,984.96

Technical Assessment and Cost Estimate

I have the appropriate technical expertise and have reviewed the site where the above-listed practice(s) will be installed and deem the practice(s) needed and that the estimated quantities and costs are practical and reasonable.

Date	Technical Assistance Provider
10/9/2026	

Amount Authorized for Financial Assistance

The organization has authorized the following for financial assistance: total not to exceed **75%** percent of the total cost to establish the conservation practice.

Approval Date	Authorized Signature	Total Amount Authorized
		$